S E C R E T

16 - 22 February 1986

D/CO

      During the week of 24 February, the Deputy Director for
Administration (DDA) and DA Office Directors met [   ]

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[   ] to discuss the impact of the current Gramm-Rudman
budget restrictions for FY-86, as well as further reductions
planned by the DDA to meet unfunded requirements within the
Directorate. With the largest budget in the DA, it is inevitable
that the Office of Communications (OC) will have to bear a large
part of the burden of these budget cuts. We have already reduced
conferencing, travel and training for our personnel and eliminated
or reduced other major programs such as system survivability.
We have been successful in keeping the most important of our
Capitalization efforts on track, including Project MERCURY.

      During the discussions with the DDA, it became apparent that
the major cost drivers within the Directorate, in order of impact,
are space, information handling related projects (OC and Office
of Information Technology [OIT]) and Office of Security (OS)
efforts to create a major new effort in the area of technical
security. Current Agency efforts to acquire and develop a new

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building complex [   ] as well as renovate older buildings
which will be retained upon the occupancy of the new Headquarters
Building, is of such impact that if allowed to proceed it is
difficult to foresee how the Agency will be able to afford it
without stopping many on-going efforts and foregoing virtually
all new starts in the coming year. Senior management is becoming
more aware of this problem and briefings are planned for the
Executive Committee the week of 3 March.

      I plan to keep you advised of budget impacts on the Office
as the situation develops. Clearly, the next few years will
provide major funding challenges for the Office and require a

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S E C R E T

S E C R E T

D/CO (Continued)

lot of ingenuity and flexibility if we are to meet our strategic objectives. Fortunately, OC has never been lacking in these attributes.

OC-PBS

1. The OC FY-88 Base budget has been submitted to the DA/Management Staff reflecting an increase of ☐ over the Base mark provided the Office. The net increase was limited to technical budget adjustment items with all programmatic increases being offset by reductions in other areas.

2. The Office of the Comptroller has advised that a request to transfer selected Capitalization Program resources from the Ongoing Initiative to the OC Base in FY-88 will not be approved.

OC-CS

OC-MPS

1. Satellites:

a. ☐ attended two sessions of the Military Satellite Communications System Panel at the Pentagon. The primary agenda item was development of candidate methods to validate and allocate high data rate requirements that originate outside the Department of Defense. These requirements are mainly for transmission of intelligence and imagery. Two processes were accepted for further study and comment by the members. The next meeting is scheduled for 3 March.

2

S E C R E T

S E C R E T

OC-MPS (Continued)

b. Representatives from the Defense Communications Agency and the Mitre Corporation provided a briefing to several members of OC on the "Universal Modem" Project. This project was initiated by Congress and the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence to overcome service interoperability problems _____ The representatives also expressed interest in OC's modem efforts and were given a demonstration of present hardware.

2. Liaison Activities:

b. _____ provided a briefing to _____ _____ of OIT and members of her staff concerning the funding implications of the "National Level Program" proposed by the National Communications System (NCS). OC and OIT will prepare a coordinated response to the NCS registering our concern for the program and correcting NCS interpretations of previously supplied Agency circuit data.

c. _____ participated in a NCS Task Force to address the impact of National Security Decision Directive 201 and the resulting proposed NCS FY-88 National Level Program. The Task Force was formed due to concerns expressed by NCS member agencies that proposed funding allotments would have a severe impact on their budgets. NCS members will be briefed on the results at the next Council of Representatives meeting scheduled for 27 February.

OC-AMD

1. _____ reported to the Administrative Management Division (OC-AMD) and will be assuming the duties of Panel N Assignments Officer. He will replace _____ who is processing for an assignment _____

3

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S E C R E T

OC-AMD (Continued)

2. Representatives from OC-AMD and the Position Management Classification Division met on 20 February to discuss the progress of Panel N banding. In order to be ready for the 16 March conversion date, final approval on promotion criteria and the position conversion process must be obtained. There is still a lot of coordination needed but we are optimistic that the present schedule can be maintained.

3. The Employee and Dependent Assistance Center Coordinator has scheduled an Overseas Orientation Program during the period 20-23 May. Because several openings in the course are available, an invitation has been extended to the Office of Logistics (OL) to register any OL personnel scheduled for their first overseas tour.

4. OC no longer requires three years of telecommunications center experience as part of the hiring criteria for careers as Telecommunications Officers (TCOs). Also, the present typing requirement of 30 words per minute has been lowered to an applicant being able to touch type. The decision to change the criteria was brought about by the new procedure of sending all TCO candidates to Project LONGHORN in Texas. The new procedure is designed so that a TCO applicant who has passed the Morse Code speed or Aptitude Test is brought on board as a contract employee and sent to Texas. While there, the applicant must attain a typing speed of 40 words per minute and a Morse Code speed of 14 words per minute. The applicant must also successfully complete a basic electronics course. All this must be accomplished during a maximum 16-week period at which time the security background investigation (BI) on an applicant should have been completed. Following a successful BI and completion of LONGHORN training, the applicant will return to Washington, have his/her contract terminated, enter on duty as a staff employee and then enter the Communications School for an additional six months of training. Applicants who do not successfully complete both the BI and the LONGHORN training will not be retained by OC.
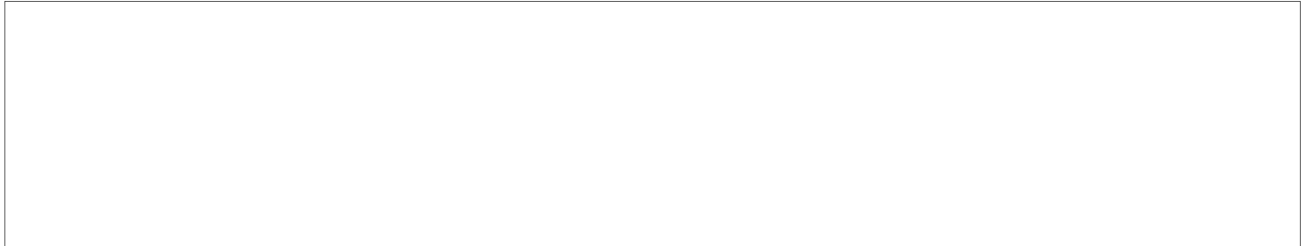
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S E C R E T

OC-AMD (Continued)

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6. Finance Service Branch has eliminated the backlog of travel accountings awaiting processing and has a current turnaround time of seven days. _____ is to be highly commended for this accomplishment. Just a few months ago we had a large backlog with a three-month turnaround time and the Director of Finance was recommending we add more personnel to the Branch. Instead, _____ brought in statistical sampling for processing the domestic vouchers and automated other processes. The Branch now is concentrating on delinquent advances and Transfer of Accounts.

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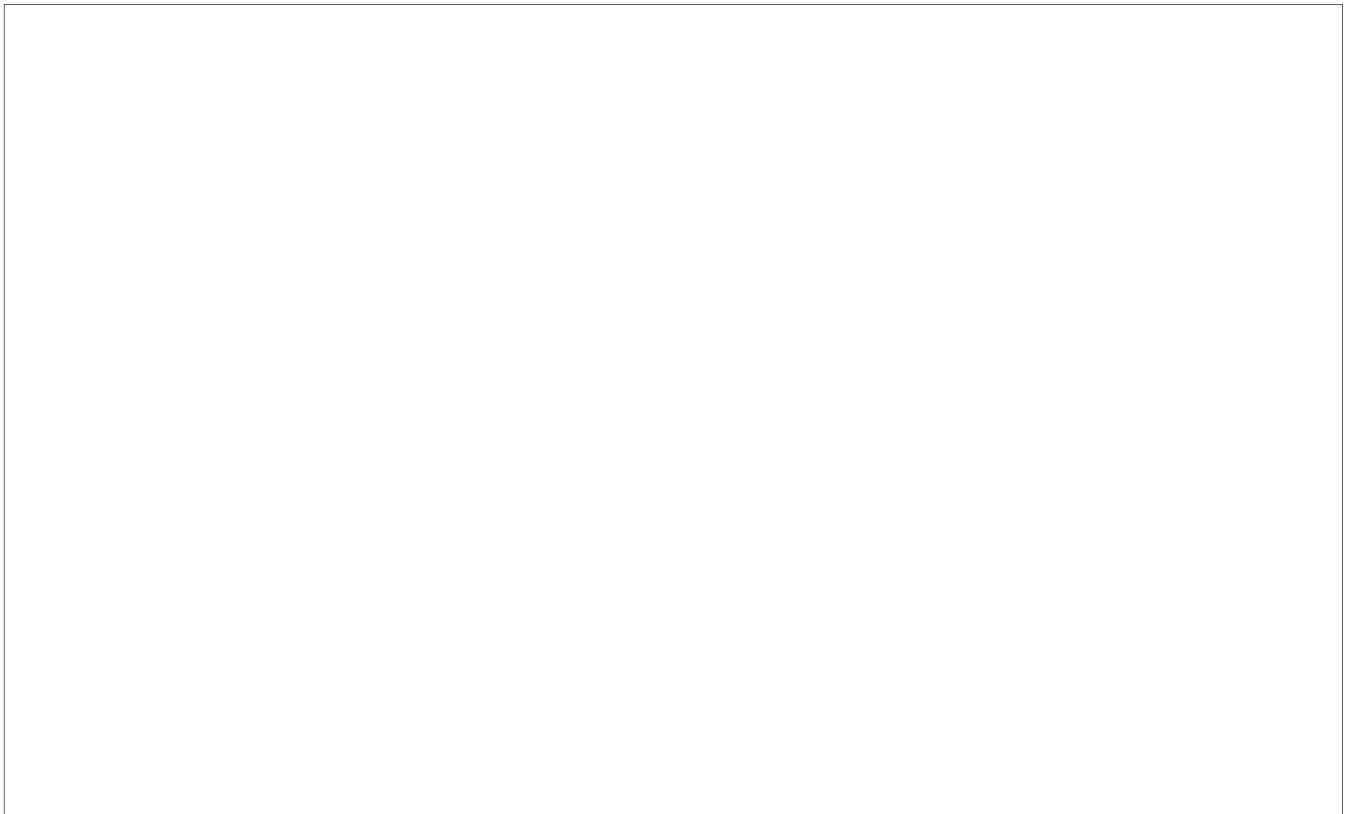
S E C R E T

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OC-AMD (Continued)

9. The design of the TCO Systems Administrator course is progressing well and the projected April completion date should be met. This course will provide OC personnel with Wang system operational training to support the increasing number of CRAFT systems being installed in the foreign network.

10. The Comprehensive Exercise for Basic Telecommunications Class 4-85 ended on 21 February. Five simulated field stations, including the [ ] were operated during the five week Exercise and the 12 students received extensive "hands on" training. The excellent support rendered by [ ] personnel was a key ingredient in the overall success of the training.

11. [ ] in his role as facilitator of the upcoming OC Secretarial Conference, met with the Conference Committee on 20 February for the planning session. A program theme and tentative outline have been identified.

12. Intermittent problems with the video editing system will delay completion of the Security Briefing Program taped at the 10 February D/CO Staff Meeting. We expect the finished product to be ready by 25 February.

OC-CSD

1. The Message Handling Facility (MHF) Technical Exchange Meeting, held at [ ] on 20 February, was attended by [ ] Briefings were given by [ ] on their project segments. A copy of the Computer Center Retermination test document was requested and promised by the MHF Project Office for Network Security Branch review.

6

S E C R E T

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S E C R E T

OC-ED (Continued)

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    a. The _____
program monthly review was held on 20 February. The major factor
impacting schedule and performance of the MERCURY packet switch
continues to be the performance and stability problems associated
with the GENESIS system (UNINET) upon which the MERCURY packet
switch system is based. DCC has advised that a new GENESIS
baseline which is purported to fix a large number of the
problems should be available circa 4 March.

    b. The MERCURY Program Office (MPO) provided recommended
revisions to the second draft of the packet switch Field Accep-

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tance Test and Cutover (FATC) plan produced _____ Much
work remains before a usable product can be provided to the
operating elements for review and comment.

    2. Second Phase Automated Relay System (SPARS):

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    a. _____ SPARS system was activated on-line on
19 February. Currently the system is operating with two trunk
circuits and one terminal circuit active.

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    b. The installation of two SPARS systems _____
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_____ is proceeding on schedule; _____
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_____ a firm date for on-line activa-
tion has not been set.

    3. Enhanced Terminal (ET) - The final version of the
systems requirement document for the ET has been received from
the contractor. The development plan for producing two prototype
systems is the last remaining deliverable under this contract.

    4. Portable Secure Communications Terminals (PSCT) -
Acceptance testing for the three prototype PSCTs was conducted
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at _____ from 18-21 February. Several
minor problems (mostly related to software) were detected and are
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expected to be corrected shortly. _____ is scheduled to ship the
units to Headquarters by 27 February.

    5. A managerial level briefing was presented to Senior
OC Management on 20 February concerning the current status and

8

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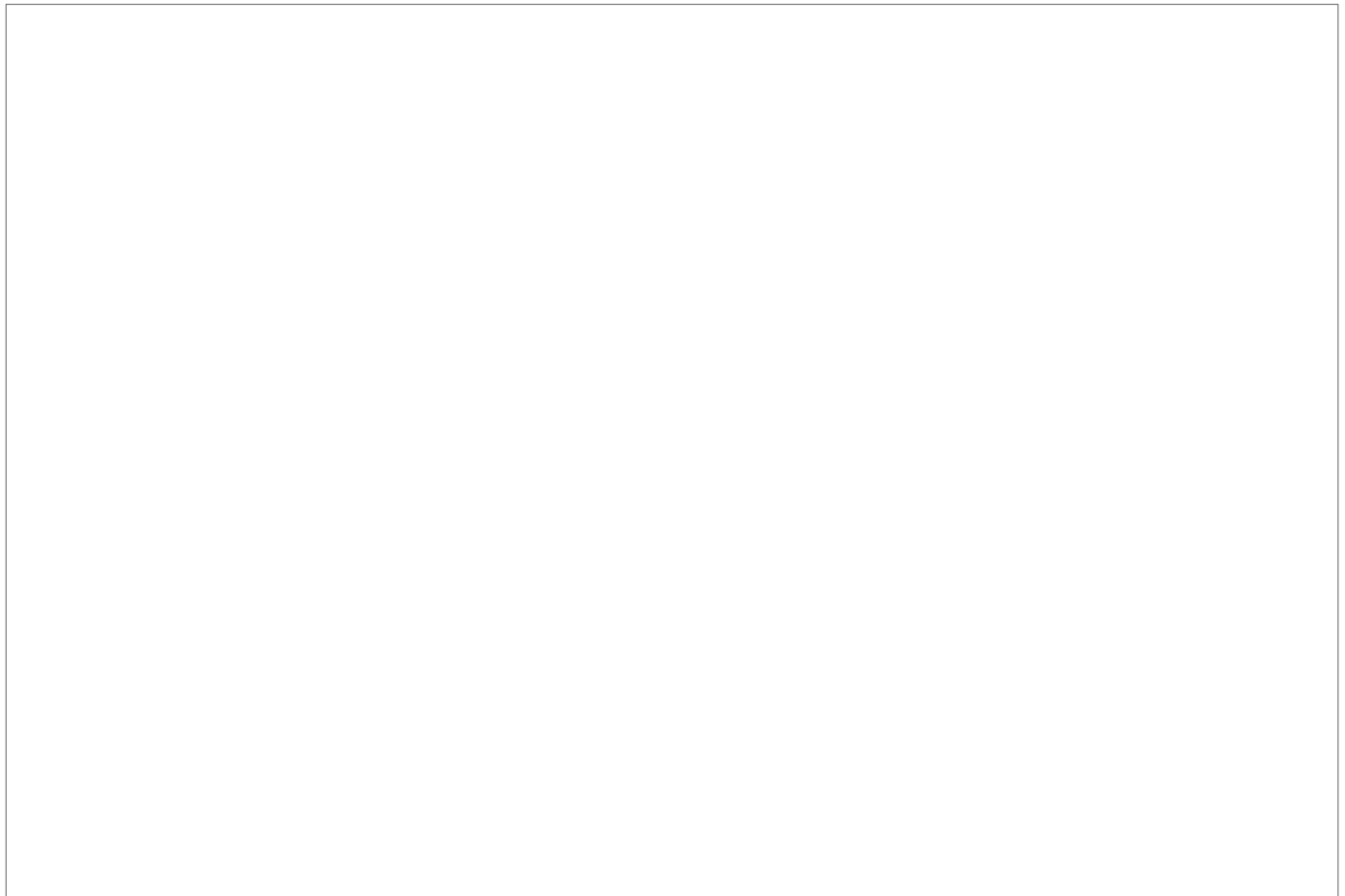
OC-ED (Continued)

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OC-FND

1. Agency communications support was provided to the following dignitaries during this reporting period:

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9

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OC-FND (Continued)

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12. Capitalization Program Status: <u>PRS-6/7</u>   <u>TERP-IIA</u>

25X1   Systems Operational
            Installations in Progress
            Equipment on Site
            Equipment Being Shipped

25X1   PRS-6/7 installations are in progress

            A TERP-IIA terminal installation is in progress in
25X1

25X1

                                      Executive Assistant, OC

11

S E C R E T